



Kodak DX4330 Digital Camera



*Simplified Guide
to Using the Camera.*

ASPECTS



Aberdeenshire Special Technology Service

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1. What does the camera do?

Takes still photos and short videos.....

The DX4330 is a good quality digital camera, which takes ‘normal’ still photos as well as (very!) short videos.

Uses a ‘docking station’ for quick, simple downloading.....

It is part of a system which Kodak call ‘Easyshare’ and by using the docking station it is extremely simple to download the pictures into the computer, just by standing the camera on the station. While it is left sitting there, the batteries also recharge. It’s the ‘cordless kettle’ of the digital camera world!

2. Can also use removable memory cards for greater flexibility.....

Pictures are normally stored inside the camera’s memory until you are ready to download, however, the DX4330 also has the option of using memory cards. These work like a removable film in a ‘normal’ camera. They can sometimes be a handy idea for schools, because each class can have its own card. The card can be taken out and kept safe while another class takes off with the camera. When it comes to downloading, the class can either wait until the camera is free again or use a ‘card reader’ .

3. How do I take photos?

Before starting, take a close look at the camera to see what everything does. The controls you’re likely to use a lot take the form of push buttons or a knob, whereas the ‘once in a lifetime’ settings are hidden away in menus that you access on the screen at the back.

The following instructions assume that the camera has a battery in and all the ‘menu’ options have already been set up.



4. Turn the ‘Mode Dial’ to ‘Auto’

This sets the type of pictures you’re going to be taking. It also switches the camera off and on. For most pictures, set it at ‘Auto’ and it will be fine.



Set this dial to ‘Auto’.

Note that the lens automatically comes out as you do this and if you have left the lens cap on, it will pop off! It won’t do the camera any harm, but it might startle you!



Lens opens automatically – watch out!

You will also notice that the screen on the back of the camera lights up and tells you what conditions you have set the camera for. If you like, you can take a minute to experiment with the other settings of the ‘Mode Dial’. It will tell you on the screen what they are for – pretty straightforward, really! Leave it at ‘Auto’ until you are familiar with the camera.



5. Look through the viewfinder and ‘frame’ your subject.



The viewfinder is very small on the DX4330 – you need to get your eye close up and exactly in line.

6. Check the camera is ready for taking photos.

You will notice a little light on just to the right of the viewfinder. It is there to warn you if the light level is too low or if the camera hasn’t finished storing the previous picture. It’s pretty much like traffic lights – steady green means ‘go ahead’, flashing green means ‘wait a second’, red means ‘don’t even think about it!’

Assuming you have a steady green light.....get the picture in your sights exactly as you want it. At this point, you might want to try using the zoom lens to make it appear ‘closer’ or further away. To do this, keep looking through the viewfinder and move the zoom control with your thumb (you’ll see what effect it has as you look through the viewfinder.)



This little button makes the camera zoom in and out. Try it!

When you are satisfied with what you see, squeeze the shutter button verrrrrrrry gently (!) – about halfway down. You will hear a ‘purring sound’. This is the camera setting the focus and exposure.

Now squeeze even more firmly and the picture will be taken. (The camera ‘beeps’.) Remember – no ‘beep’ – no photo! Push harder next time!



7. Check the photo has come out properly.

Unlike ‘ordinary’ cameras, digital cameras allow you to have a look at your handiwork and if you don’t like it, you can just wipe it out and start again before the moment is lost! Here’s how....

With the camera still switched on, press the ‘Review’ button. It’s at the back of the camera – bottom right.



This is the button that lets you see what you have taken.

On the first press of the ‘Review’ button, you see the picture you have just taken, but if you’ve taken a few and would like to see them all, use the ‘4 way’ control to scroll backwards and forwards. Just press on the ‘left arrow’ or ‘right arrow’ edges of the control.



This control lets you move backwards and forwards through your pictures when the ‘Review’ button is pressed.



8. Can I wipe out pictures I don't like?

If you decide you don't like a picture (or if you'd like to wipe the whole lot) you can press the 'Delete' button at the top left of the camera..



The 'Delete' button is just above the '4 way' control. It's used for wiping pictures you don't want.

When you press the 'Delete' button, a menu appears on the screen, giving you the option to delete that particular picture or 'All'. Use the 'arrow up' and arrow down' edges of the '4 way' control to make your selection. Finally, press in the WHOLE of the '4 way control' (thumb-in-the-middle!) and that will actually perform the deletion. You will be asked to confirm this.

9. What are all the other buttons for?

The button on the top of the camera with a little 'spark' icon on it controls the flash. By pushing it repeatedly while the 'Mode Dial' is set at 'Auto' you can move through a range of options. For most purposes it will be fine left at 'Autoflash'. It might be worth checking this control if the camera seems to have stopped flashing for no good reason.....!





The button below the ‘4 way’ control is the ‘Menu’ setting. This shouldn’t really be tampered with unless you really know what all the settings are for (see the ‘official’ manual) This allows you to change such things as the date, picture quality, self-timer etc. The options are also there to stamp the date on the finished photo and to decide if you want the photos going into the internal memory or onto a card.



9. Where do the batteries go?

This camera comes with special Kodak battery packs, although it is possible to use 2 NIMH AA batteries instead. It is recommended that the camera is not used with the docking station while AA batteries are in – recharge them in a separate NIMH charger to be on the safe side.



10. What about memory cards?

The memory cards fit into a slot which is concealed by a plastic flap at the side of the camera. The picture shows the flap open.



The DX4330 takes MMC (‘Multimedia’) cards or ‘SD’ (‘Secure Data’) cards



Multimedia card



Secure Data card



11. Now that I have taken my pictures, how do I get them into the computer?

With the DX4330, this is very simple indeed!

Sit the camera on its docking station, taking care to ensure that the docking flap under the camera has had its door opened. The pictures below show the flap open and closed.



Check the docking flap has been opened!

The camera should sit in snugly. Be careful that you don't trap the carrying strap or the cord holding the lens cap.

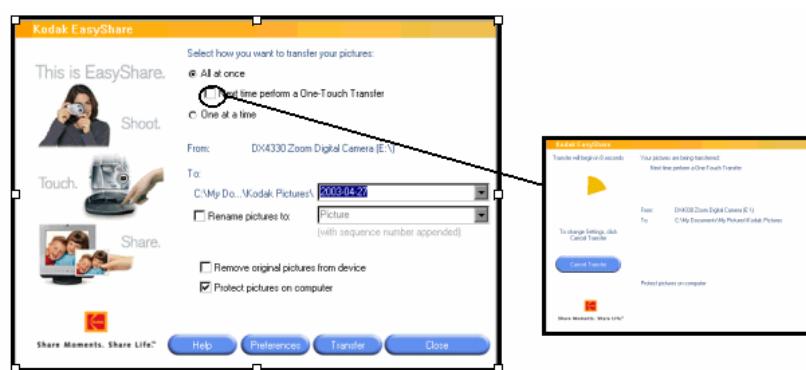


With the computer switched on, and power on to the docking station (green lights on) press the 'Kodak' button on the docking station.

Usually this starts the software on the computer automatically, but if this function has been disabled by the person who installed the software, you can start it normally from the 'Start Menu' on the computer.



One of the two following screens should appear. Normally it will be the first, but if someone has ticked ‘one touch transfer’ before, you will get the second! (If you want to restore it to the original version, click on ‘Cancel Transfer’ and untick ‘One Touch Transfer’ – otherwise, it will keep on sending all the pictures without giving you the chance to pick and choose.)

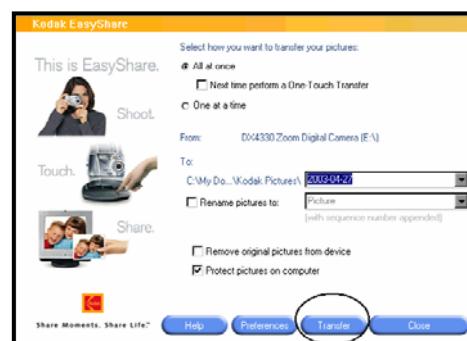


STOP!! HAVE A CLOSE LOOK AT THE ‘PATHWAY’ THE PICTURES WILL TAKE INTO THE COMPUTER!

THE PICTURES DON’T EVEN NEED TO BE WITHIN ‘My Documents’ SEE ‘PREFERENCES’ IF YOU FEEL ADVENTUROUS!

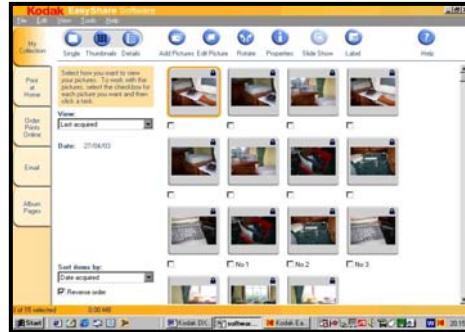
12. *Downloading ALL your pictures in one go.*

Assuming you have the first screen shown above and you have noted the ‘pathway’ click on ‘Transfer’.





Your pictures will all download and be shown on the screen as ‘thumbnails’



At this point, you can have a look through the pictures and decide what you want to do with them.

13. How do I get rid of pictures that are not worth keeping?



Tick each photo you want to get rid of. (See pic above)
Go to ‘File’.....’Delete’

If the camera has been set to ‘protect’ your photos, you might be asked to confirm each deletion.

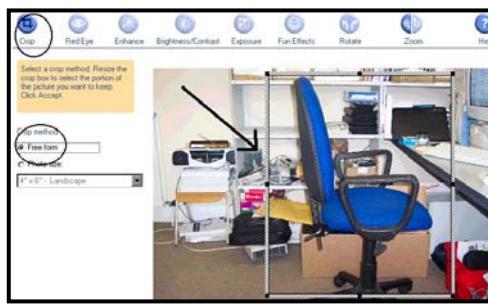


14. How do I make improvements to the photos, such as cropping etc?



Click ONCE on the actual ‘thumbnail’ so that the picture takes on an orange border.

Click on ‘Edit Picture’



Click on ‘Crop’ (eg) – make the changes needed and click on ‘Accept’

Click on ‘Save as..’ (you might need to save it under a different name if the first version is protected)

Click ‘Close’

If you want to see the results, you may have to change from viewing ‘Last Acquired’ to ‘Entire Collection’.

Both versions of the photo should now be visible.

You can delete the original if you want to – but it might be best to hold onto it in case you want to start again!



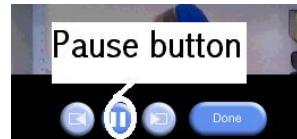


You can explore the other ‘improvements’ that can be made to photos when you are a little more confident.

15. *I just want to see all my pictures as a slide show, how can I do that?*

This is very simple. Just ‘tick’ all the photos you would like to see displayed and click on the ‘Slide Show’ button. (Top Bar)

The pictures move automatically, but if you would like to stop for a minute, click on the ‘pause’ button.



16. *Other features of the software.*

This software has other features, such as making picture albums etc, which have not been included here. You are advised to come back to these when you are more confident with the basics. By that time, they will be almost self-explanatory, but remember, there is a Help File which you can use for specific points.

17. *Finding the pictures again and loading them into documents such as ‘Word’*

You’ll recall that as the photos were being transferred to the computer, the ‘pathway’ was shown. Unless changes have been made by someone else, the pictures should still be stored there.

On networked systems, the pictures may have to be copied to a ‘shared’ folder. If this hasn’t been done, the pictures might not be accessible throughout the school. Ask your network administrator how your particular system works.



IT IS NOW RECOMMENDED THAT YOU USE THE ASPECTS BOOKLET

‘Using ‘Word’ As a Simple DTP Programme.’

This will take you through the process of finding the pictures, dropping them into a document and adding borders, etc.

18. Final Notes!

The camera's internal memory will hold about 15 – 24 photos when the camera is set at 'best' quality. Poorest quality will give you 69 – but once you've seen 'best' you are unlikely to want anything else!

The battery will take about 2 – 3 hours to charge up from flat. You'll know it's ready if all 3 green lights are on. Leave the camera on the docking station all the time.

A fully charged battery is supposed to take 180 pictures, but this varies a great deal on how the camera is used. Use of the colour screen on the back of the camera and flash photography takes most power.

A 'low battery' icon will appear when it gets low and will start to blink when nearly exhausted.